



1651 Alhambra Boulevard  
Sacramento, CA 95816

Providing information technology services to  
California Health and Human Services Agency Departments



Gray Davis,  
Governor

## JOB OPPORTUNITY

### **READVERTISED - FREEZE EXEMPTION HAS BEEN APPROVED**

**CLASSIFICATION:** Staff Information Systems Analyst (Specialist)  
(2 positions)

**POSITION LOCATION:** Health and Human Services Agency Data Center (HHSDC)  
Interim Statewide Automated Welfare System (ISAWS)  
8810 Cal Center Drive  
Sacramento, CA 95826  
(Free Parking Available)

**Note: Do Not Send Applications to this address**

**SALARY:** \$4,507 - \$5,480

### **Duties/Responsibilities:**

Under the general supervision of the Testing unit, Data Processing Manager I, the Staff Information Systems Analyst (SISA) (Specialist) is responsible for independently initiating, overseeing, and delivering system changes for the ISAWS system. The ISAWS application is operational in 35 counties. The incumbent must independently analyze complex policies/procedures and regulation changes to ensure effective implementation, maintenance and ongoing operation of the ISAWS system. Independently, or as a team lead, participates in the development of test plans, executes and validates test plans, documents results, and certifies application modifications ready for release to the end users. Participates as a team member in the development of all documentation (i.e. requirements/design documents, change summaries, etc.) necessary to support the maintenance of the ISAWS system. Participates in quality assurance activities throughout the system development life cycle. Monitors assigned project activities to ensure application software changes are developed, tested, implemented timely, and that internal and external stakeholders are notified. Performs analysis of the most complex and sensitive issues. The SISA efficiently and effectively evaluates and resolves the more complex application and process issues. Acts as a liaison with all levels of federal, state, and county governments and the contractor staff. The SISA acts as back-up to the supervisor as necessary. The SISA will conduct business in a professional manner leading to exemplary customer service.

### **Desirable Qualifications:**

- Knowledge of the system development life cycle.
- General knowledge of public assistance programs.
- Skill in written and verbal communication to ensure the flow of information with all levels of staff, vendors, and control agencies.
- Ability to organize and prioritize work to complete assignments within strict timelines to ensure customer satisfaction.
- Ability to solve problems and make decisions independently.



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- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.

### **Who May Apply:**

- HHSDC employees who are at or have lateral transfer eligibility to the Staff Information Systems Analyst classification.
- Persons who have list eligibility. (If applicable, please indicate that you have list eligibility for this classification on your application.)
- SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate on your application that you are an SROA/Surplus candidate.)

### **Freeze Exemption Approved**

Inquiries regarding this position may be directed to John Rubio at (916) 255-0453.

**Please reference RPA# 03-064 on your application.**

**Final Filing Date:** February 17, 2003

### **Submit applications to:**

Health and Human Services Data Center  
Attention: Human Resources Branch, Laurie Sanders  
1651 Alhambra Boulevard  
Sacramento, CA 95816

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.